



## Prepare an Agreement and Training Plan For a Student Internship

---

Providing internship opportunities for students in career and technical programs can benefit the individual student, the company in which the student is training, the community in which the student will work, and the school. To ensure a successful internship takes planning on the part of the program coordinator, school counselor, student, training supervisor, and parent/guardian. And, having the documents to verify the roles and responsibilities of each partner and the terms of the agreement are essential to protect the rights of each party.

To assist in preparing an internship agreement and a training plan for students, refer to the sample training agreement provided in this section under “Forms”, and the sample training plan provided as part of this document. These sample forms can be customized to fit your school’s training needs. For example, the forms could be modified for a youth apprenticeship activity, or could include additional components required by your school or the company where the student will be placed. And, of course, you will want to include the school logo and/or name of your school/school district.

As you plan for student internships, remember there is no set time for an internship to occur. It can vary from 3 weeks to 3 months or longer dependent on the age of the student and the desired outcomes. Think about the objective of the internship when developing the training plan and make sure the plan provides the student with opportunities to learn about all aspects of the business and the occupation in which they will be working, and to develop broad skills through hands-on learning and instruction. You will also want to consider the student’s safety and include safety training as part of the plan.

